



Updated SBA Design Review Schedule and Protocol - Effective March 17, 2020

As we strive to keep our students and community healthy and safe during the COVID-19 pandemic, the School Building Authority at the Rhode Island Department of Education has updated the Design Review Protocol, to continuing to support students and LEAs while facilitating much needed school construction projects.

Governor Raimondo announced that effective March 17 until further notice that state agencies will be closing customer-facing lobby operations. At RIDE, this means the reception area and in-person certification office will be closed, and we will not hold in-person meetings or events with LEAs or their vendors.

During this time, LEAs are still required to obtain design reviews for their projects, pursuant to Rhode Island General Law 16-7-36(2). In an effort to expedite reviews and allow for summer construction to proceed, it temporarily possible to receive approval through email unless a conference call or virtual meeting is requested by the district or vendor. Building on the Design Review Protocol put in place January 1, 2020 (below), design reviews will continue to be requested electronically

Steps to initiate a Design Review Request

1. Complete [Design Review Request Form](#)
2. Attach Request Form and related Design Review Documents to email
3. Send email to DesignReviews@ride.ri.gov
4. SBA will review documentation and provide written comments and/or approval at each of the design stages. An LEA may still request a meeting if desired. In that case, please include in the body of the email whether you are requesting a conference call or video meeting. These meetings will still occur on Tuesdays.

A Reminder of the SBA Design Review Schedule and Protocol - Effective January 1, 2020

Given the increased volume of school construction projects and in order to better serve our LEAs, the School Building Authority has created a new protocol for design reviews. Effective January 1, 2020, design reviews will primarily be scheduled on Tuesday of every week. LEAs and their vendors are asked to send a [design review meeting request form](#) with design documents to DesignReviews@ride.ri.gov at least two weeks prior to the anticipated review date. As a reminder, per the School Construction Regulations all approved projects require design review at schematic design, design development, and construction document.